

# TENDER DOCUMENT



**Purchase of Lab Equipment & 3D Printer for Mechanical Engineering  
Department at CUI Wah campus**

**(Single Stage - Two Envelope Basis)**

**COMSATS University Islamabad Wah Campus  
G.T. Road, Wah Cantt  
Land Lines - 051-4534200-2  
Fax 051-4546850**

## Tender Notice

COMSATS University Islamabad, Wah Campus  
Tender Ref # CUIW/PS/TEN/25-26/31

### **Purchase of Lab Equipment & 3D Printer for Mechanical Engineering Department at CUI Wah campus**

1. COMSATS University Islamabad-Wah Campus, a Public Sector University invites Bids through e-Pak Acquisition & Disposal System (EPADS) <https://eprocure.gov.pk> on “**Single-Stage - Two Envelope**” basis from Income Tax & GST registered Firms/Companies who are on the Active Taxpayer List (ATL) for General Sales Tax and Income Tax of FBR for the Supply and installation UTM Machine for Mechanical Department at CUI-Wah Campus .
2. The Bid Security for the Bid is Rs. **25,000** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of “COMSATS University Islamabad, Wah Campus” (FTN: 9010814-5); scanned copy of which is required to be uploaded through EPADS and hard copy must be submitted physically along with hard-copy of sealed bidding document on the closing date of the tender to COMSATS University Islamabad, Wah Campus on the address given below.
3. **The complete Tendering process shall be carried out through EPADS.**
4. Interested bidders are requested to register themselves on the EPADS <https://eprocure.gov.pk/#/supplier/registration> and submit their tender documents.
5. For registration and guidance/training on EPADS, you may contact EPADS UAN: 051 - 111-137-237.
6. Closing date of submission is **May 13 2026, by 11:00 hours**. The bids shall be opened half hour after the closing time in the presence of the bidders who wish to be present, in Purchase office Admin Block, COMSATS University Islamabad, Wah Campus.
7. As per PPRA Rule 33, CUI may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.



**Contact Person and Submission**  
**Incharge Purchase Section**  
COMSATS University Islamabad, Wah Campus  
G.T. Road, Wah Cantt  
Tel: 051-4534200-2, Fax: 051-4546850



COMSATS University Islamabad  
Wah Campus, G. T. Road, Wah Cantt

## **Single Stage - Two Envelop Procedure**

**Title: Purchase of Lab Equipment & 3D Printer for Mechanical Engineering Department at CUI Wah campus**

### **TERMS AND CONDITIONS**

S.N	Detail	Specification
1.	Validity of Bid	90 Days from the date of closing of Bids
2.	Award of Contract / P. O	Item wise, Sub Total Wise or Grand Total Wise as convenient to CUIW
3.	Delivery Time	6 to 8 Weeks from the Issuance of PO
4.	Method	Single Stage - Two Envelope
5.	Closing Date & Time	May 13, 2026 by 1100 HRS
6.	Opening Date & Time	Half Hour after the Closing Time on the same day
7.	Bid Security Amount (Under Rule 25 of PPRA Rules 2004)	25,000/-
8.	Performance Guarantee	Performance Guarantee shall be 5% of the Contract Price, shall be retained by CUI during the warrantee period

### **General Terms & Conditions of the Tender**

**No tender/bid shall be considered if: -**

- Not uploaded through EPADS;
- Received without required documentation or deficiency in required documentation;
- Received without bid security;
- In contradiction with the specification given by the CUI Wah Campus;
- Received with any condition;
- The bidder is in litigation with CUI Wah or is blacklisted by any organization or is notified as blacklisted on PPRA website. **(Non -Blacklisting Certificate must be attached)**

- Documents along with Pay Order / Demand Draft as Earnest Money shall be prepared in favor of COMSATS University Islamabad, Wah Campus and submitted through EPADS and Hard copy at the address given at Sr. No. 25 below with technical bid.
- The exact completion/delivery date of the consignment from the date of issue of the Purchase / Work Order, will be as shown in Purchase Order / Work Order.
- All prices should be quoted in Pak Rupees and on F.O.R basis and the bid proposal should be inclusive of freight charges and all other applicable Govt taxes and the items will be

delivered at COMSATS University Islamabad, Wah Campus. Deduction of Income Tax and any other applicable taxes will be deducted according to Government prevailing rules.

4. The Bid Form (BoQ) must be filled, stamped and signed by the authorized representative of the bidder. Bid/Quotations on firm's pad may not be accepted.
5. Payment will be made on submission of Invoice, Sale Tax Invoice and Delivery Challan in the name of COMSATS University Islamabad, Wah Campus and after the complete order has been supplied, inspected / accepted which includes installation / Training, where applicable.
6. **Quoted prices should be valid for 90 days.** Withdrawal or any modification of the original offer within the validity period shall not be allowed and if so will entitle **CUI-Wah Campus** to forfeit the Earnest Money and / or impose appropriate punitive action on such vendor (s).
7. The contractor will be legally bound and obligated towards Terms & Conditions specified in Tender Document/ Purchase, Work Order / Contract Agreement in lieu of performance and execution of contract and/or liquidate damages subject to exception of circumstances invoked and enforced by the situation of "**Force Majeure**".
8. Payment will not be made in advance or parts, rather 100% payment will be made on completion of the consignment including commissioning, installation / training by the firms, where necessary.
9. The Earnest Money will be returned to the firm (s) on completion of Consignment.
10. The potential bidders needing any clarification regarding BoQ, bidding procedure / Terms & Conditions of the tender, may raise their query through EPADs and seek guidance prior to tenders closing date.
11. The **CUI-Wah Campus** reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
12. If the vendor fails to deliver the goods / services to **CUI-Wah Campus** in time then the penalty will be charged as under: -
  - a. In case the successful bidder fails to supply the required item(s)/material within the due date; 0.5% per day, of the total cost, will be deducted for upto a total of 10% (20 Days). If delay is beyond 20 days, CUI will decide whether to extend the time, in which case the penalty will be 1% of the total cost per day (Day 21 onward) OR CUI may consider Cancellation of Work Order, in which case CUI may impose ban on the bidder for business with CUI for a period of at least 6 months AN/OR Black-list the bidder AND/OR the Earnest Money will be forfeited.
13. If the delivered goods / services are not according to the required quality, standards / specifications, the same shall be liable to be rejected after inspection. The vendor would be required to replace the same as per specifications mentioned in BoQ, otherwise the purchase / work order will be cancelled after due / extended date with confiscation of earnest money.
14. Purchase order (s) will be awarded to the lowest / technically accepted bidder (s) in the light of specification shown in BoQ or as recommended by the user / Purchase Committee, on the basis of **Item wise, Sub Total Wise or Grand Total Wise** as convenient to CUIW.

15. The bidding procedure is subject to compliance with PPRA rules/CUI policy and decisions of the competent authorities of CUI, Wah Campus and be implemented. It will be the sole responsibility of the supplier / manufacturer to comply with the applicable national/international laws. In case of any dispute, decision of the Director, **CUI-Wah Campus** will be final and binding upon the parties.
16. Warranty / Guarantee where required will be provided by the vendor (s)
17. Any defective/sub-standard item(s) will be replaced by the bidder at its own cost within one-week time. In case of failure to supply the specific item, CUI will request other supplier to provide the item and the cost of that item will be deducted from the bidder's earnest money i.e., the firm will be responsible to compensate for CUI losses AND Purchase order would stand cancelled AND/OR earnest money will be forfeited AND/OR CUI may impose penalty and/or ban on the firm.
18. All firms/companies are strongly advised that before submitting their bid, please make the market surveys, analyze their capability and capacity to make all the required deliverable within the timeline. Any excuses or explanation, whatsoever, will not be considered once the work Order is made. Any excuses for delay of supplies or non-availability of supplies will not be considered and the earnest money will be forfeited, a ban of ONE YEAR will be imposed for further business.
19. In cases lowest bidder refuses or fails to supply the item(s) within the deadline(s), the Work Order may be offered to the next lowest bidder provided that the difference between the 1st lowest bidder and 2nd lowest bidder (2nd-1st) 1st bidder will pay the difference of amount to the 2nd bidder. Same on for 3rd, 4th lowest bidders and so on **Incase of Tie in Rates; the bidder securing highest technical score**, where applicable, will be awarded the job. In case of tie in technical Score, CUI will award the job to the bidder as it deem fit and suitable for the job.
20. All firms/companies are strongly advised that before submitting their bid, please make the market surveys, analyze their capability and capacity to make all the required deliverable within the timeline. Any excuses or explanation, whatsoever, will not be considered once the work Order is made. Any excuses for delay of supplies or non-availability of supplies will not be considered and the earnest money will be forfeited, a ban of ONE YEAR will be imposed for further business.

## 21. **Preparation of Technical Bid:**

Following points may be kept in mind while preparing Technical Bid:

a.	Make & Type of quoted items (Technical compliance with BoQ)	Provide detail of items, brands, country of origin with complete specification being offered without mentioning prices on company letter head (duly signed and stamped beneath by the bidder.
b.	Brief Profile of the Firm	Mention Company Introduction, Type of Business, Offices & Services in Pakistan, NTN & GST Registration Number with Copy of NTN & GST Certificates, Professional Staff (Administrative & Technical) , Verifiable Office addresses, Telephone & Cell No., E-mail address for Contacts.
c.	Details of Experience	Provide list of contracts in-hand/ performed by the bidder so far clearly mentioning for each contract, the name of organization, complete address, year of contract, contract value, date of contract award and date of contract completion.
d.	Reliability of quoted Brand & Country of Origin.	Provide supported brochures.

e.	Bidder's corporate Status	Whether the bidder firm is: Manufacturer, Business Partner of Manufacturer, Sole Distributor of Manufacturer, Authorized Distributor/Agent/Reseller/Supplier or any other affiliation Note: Provide certificate/letter issued from manufacturer.
f.	Technical Resources & Services Support	Details of firm's ability / facility available for provision, installation, upgrading, training and after sales services.
g.	Warranty/Guarantee	The bidder shall offer warranty/guarantee (for each serial number) where applicable and free of cost after sale service.
h.	Consignment completion period	Firms should specify the completion period from the date of issue of Purchase / Work Order
i.	Bid Security	Attach Bid Security with Technical Offer

22. **Bids Evaluation Criteria for Technical Bid.** Bids will be evaluated in fair, transparent and non-discriminatory manner. For the purpose, following mandatory scales of evaluation shall be taken into consideration.

Sr #	Parameter	Scale of Evaluation
a.	Make & Type of quoted items (Technical compliance with BoQ)	40 Marks
b.	Brief Profile of the Firm	10 Marks
c.	Details of Experience (Firm must be attached at least min 05 satisfactory reports)	05 Marks
d.	Reliability of quoted Brand & Country of Origin	05 Marks
e.	Bidder's Corporate Status (NTN, GST, SECP)	15 Marks
f.	Technical Resources & Services Support	05 Marks
g.	Warranty/ Guarantee	10 Marks
h.	Consignment completion period	05 Marks
i.	Authorization letter\Certificate	05 Marks
<b>Total Marks:</b>		100
<b>Minimum Qualifying Marks:</b>		60

**\*Technical Committee may ask Product demonstration at the time of technical evaluation**

23. **Preparation of Financial Bid:**

Financial Bid will be prepared in following manner.

a.	Bid Prices	<ul style="list-style-type: none"> <li>➤ Each offered item to be entered separately with unit &amp; total price with taxes.</li> <li>➤ The bid must be made on BoQ attached with Tender Document and signed by manufacturer or the authorized Firm/dealer / representative.</li> <li>➤ Alternate item (s) / Price (s) will not be quoted</li> </ul>
b.	Bid Validity	90 Days from the date of opening of Financial Bid.

24. **Criteria for awarding Purchase / Works Order:**

- a. On receipt of Technical Evaluation Report from Technical Evaluation Committee (TEC), all participating firms will be informed for their Qualification / Disqualification through EPADS
- b. Date of opening of Financial Bids will be communicated to the firms declared **Qualified** by the TEC through EPADS
- c. Disqualified firm(s) will be asked to collect their Earnest money along with their sealed Financial Bids.
- d. On opening of Financial Bids, Comparative Statement (CST) will be prepared and Purchase Order(s) will be issued to technically qualified / lowest quoting firm (s), on **Item Wise, Sub Total or Grand Total Wise**, as convenient to CUIW.
- e. Partial delivery NOT allowed

25. ***The envelope shall bear the word “CONFIDENTIAL” and also bear the tender Name and Number (i.e.) CUIW/PS/TEN/25-26/31 “Purchase of Lab Equipment & 3D Printer for Mechanical Engineering Department at CUI Wah campus.” and should be dispatched on following address***

**Purchase Section  
COMSATS University Islamabad, Wah Campus  
G.T. Road, Wah Cantt.  
Ph# 051-4534200-2, Ext: 219  
Fax# 051-4546850**

## **Undertaking**

We have carefully read the Terms and Conditions mentioned in Tender Document. We accept all these Terms & Conditions unconditionally.

**Name of Bidder Firm/Company:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Name & Designation of Authorized Official:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Company Stamp:** \_\_\_\_\_

**Tel/ Cell Nos.** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**BoQ**

No	Item	Detail	A/U	QTY	Model / Brand Quoted	Unit Price with Taxes	Total Price with Taxes
1	Digital Hydraulic Bench	Tank material: Fibreglass, Sump tank capacity (Approx. 100 Liters), Max. Flow rate (Approx. 50 liters/minute)	Nos	1			
2	3D Printer	Build volume (Approx. 450 *450*470 mm) Industrial control power supply: Approx. 800W	Nos	1			
3	Rotary Table for Milling	Table diameter: 4 inch (100 mm), 3 jaws chuck	Nos	1			

**Special Terms and conditions:**

1. **Multiple rates of an item may lead to the rejection of bid / item.**
2. **Solution must be turnkey.**
3. **Firm Must have a certified Engineer of relevant products (Certificate must be attached).**
4. **Firm Must be authorized partner with Principal (Certificate must be attached) Firm must have authorized bidding certificate (Certificate must be attached)**